

Table of Contents

1	Section 504 Plan.....	1
1.1	The Initial Section 504 Plan Process.....	1
1.1.1	Referral For Section 504.....	2
1.1.2	Create Section 504 Meeting Notice.....	4
1.1.3	Evaluation/Reevaluation.....	6
1.1.4	Determination of Eligibility.....	10
1.1.5	Section 504 Plan Details.....	12
1.1.6	State and District Testing.....	17
1.1.7	Create Draft/Final Section 504 Plan.....	18
1.2	The Annual Review Process.....	20
1.3	The Review and/or Revise Section 504 Plan Process.....	20
1.4	The Reevaluation Process.....	20
1.5	Additional Section 504 Meetings.....	20
1.6	Revocation of Consent.....	20

1 Section 504 Plan

1.1 The Initial Section 504 Plan Process

When entering the Section 504 Plan Process, the first page serves as a landing page for all items that are required to create a Section 504 Plan. To enter any of the pages, the user should click on the tile.

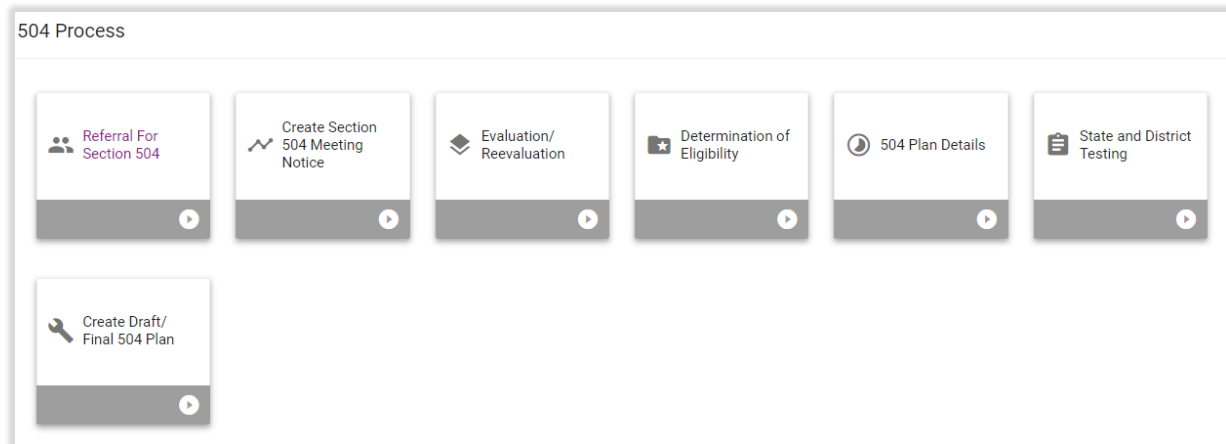


Figure 1: Section 504 Process

The Section 504 Process includes seven tiles. The user will notice the tiles display a mix of compliance colors throughout the sections. For an Initial Evaluation, green indicates that all necessary information on the page has been filled out, red indicates there is missing information, and gray indicates that the page has not been started yet.

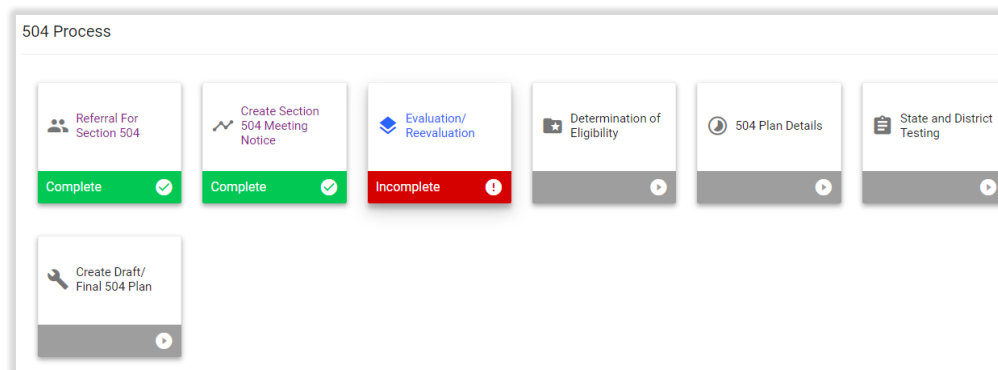


Figure 2: Section 504 Process

Please note, draft Section 504 Plans can be created at any time, regardless of if all sub-pages are green. Creating a FINAL Section 504 Plan requires that all required information on each tile is complete.

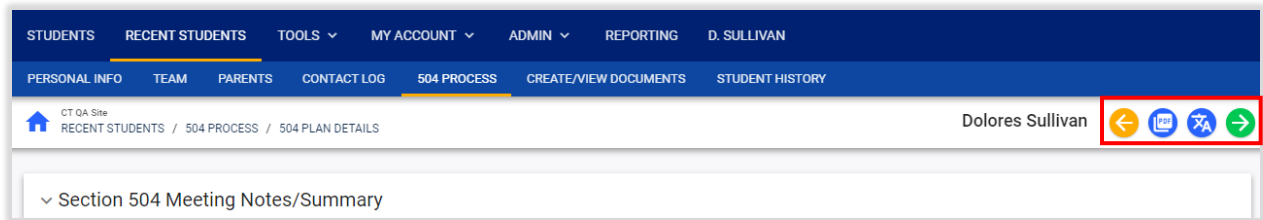






Figure 3: Section 504 Process Navigation

Navigation through the Section 504 Process is the same as other processes:

- The green arrow  runs an error check on the page and directs the user to the next step of the process
- The yellow arrow  returns the user to the previous page without saving the data on the current page
- The side navigation panel will allow the user to navigate to any page in the process

The  button is available on select pages and will allow the user to generate a print view of the section of the Section 504 Plan the user is working on. This can be helpful to proofread and check the user’s work.

The  button is available on select pages and will provide the user with a translated view of that section of the Section 504 Plan (if the student has *Document Language* set on the Student Information Page).

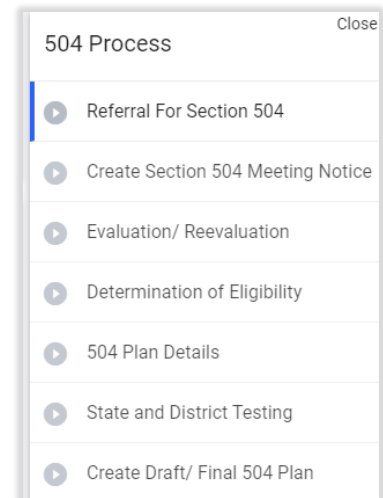


Figure 4: 504 Process Panel Side Navigation

1.1.1 Referral For Section 504

Begin an Initial Referral for Section 504 by clicking into the first tile, Referral for Section 504. Within this initial step, the user will complete the required fields marked in red to start the referral.

Referral to Determine Eligibility

i The fields on this panel will be used to populate the Referral to Determine Eligibility for Section 504. When all the fields have been completed, click the button at the bottom of the panel to create the Referral document.

Referral Date (Date received by district)
mm/dd/yyyy **i**
(Required)

Referred By: **v**
(Required)

Nature of Concern
(Required)

CREATE REFERRAL **SAVE**

Figure 5: Referral to Determine Eligibility

When the user reaches the bottom of the section, the user should click **SAVE**, and then click **CREATE REFERRAL** to generate the referral document.

Note: If the **CREATE REFERRAL** button is light green and not active, the user is missing data on the page and needs to complete the data entry in order to generate the referral document.

From here, a pop-up panel will prompt the user to Create Notice of Referral. Default information, including the date and the user's contact information, will pull into the notice, but should be updated manually if the date should be changed or if the user generating the notice should not be listed as the contact person. The contact for Section 504 Procedural Safeguards will populate based on the information entered in the system. Please see the Administrative Manual for more information on how to update this contact if needed. Users can also edit this information manually if necessary.

Create Notice of Referral

Document Date: 03/29/2022 Referral Date: 03/15/2022

Parent/ Guardian(s)/ Student

Shane Klein (Required) Christian Harrington

Contact Person Name: Lynn Teston Contact Person Title: 504 Case Manager Contact Person Phone Number: (Required)

Sincerely,

Sender Name: Lynn Teston Sender Title: 504 Case Manager

Indicate Attachments

A copy of Section 504 Procedural Safeguards is being provided to you. If you would like a further explanation of these procedures please contact:

504 ProceduralSafeguardsContact: Sec504 Default Contact at 504 ProceduralSafeguardsContactPhone: Sec504 Default Phone

CLOSE SAVE CREATE DRAFT CREATE FINAL

Figure 6: Create Notice of Referral

Note: Section 504 Procedural Safeguards are written and maintained by local education agencies (LEAs) and are not a standard CT-SEDS document. LEAs will need to send the Procedural Safeguard document to parents/guardians separately.

1.1.2 Create Section 504 Meeting Notice

The second step of the Section 504 Process will guide the user through creating the Section 504 Meeting Notice. Follow the on-screen guidance to complete the Notice.

Note: The Meeting Reason drives the process for completing the Section 504 Process.

Create Section 504 Meeting Invitation

⚠️ REMINDER: Creating a final of this document will generate a notification to the parent/guardian through EDPlan Connect, if there is an email address in EDPlan for the parent/guardian. If you would like to proceed with creating a final, click 'Create Final.' If you would not like to create a final, click 'Save' to save the data on this page.

To Whom is the Invitation Addressed

Sylvia Watts
(Required)

Scheduling Date: 03/27/2022

Meeting Time:

Meeting Date: mm/dd/yyyy (Required)

Hours: (Required) Minutes: (Required) AM/PM: (Required) Meeting Location: (Required)

Meeting Reason (please check all that apply):

- Review Referral and if applicable, design evaluation, determine eligibility, and develop plan
- Annual Review
- Review and/or Revise 504 Plan
- Reevaluation
- Manifestation Determination
- Change of Placement
- Parent/Student Request
- Other (Required)

Figure 7: Create Section 504 Meeting Notice

Individuals Invited

i
Names of individuals invited:
Parent/Guardian(s)
Sylvia Watts

Administrator or Designee (Required) **i**

ADD MORE

Sender Name: 504 Contact | Sender Title: 504 Title

Sender Phone: 504 Phone | Sender Email: 504 Email

Procedural Safeguards

- A copy of the Section 504 Procedural Safeguards is enclosed.
- A copy of the Section 504 Procedural Safeguards was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact

Parent Notice

- A copy of this notice has been sent to the parent(s). When rights transfer to the student at age 18, meeting notices must be sent to the student with a copy to the parents unless the student withholds consent to disclose this information.

CLOSE **SAVE** **CREATE DRAFT** **CREATE FINAL**

Figure 8: Create Section 504 Meeting Notice

Note: Section 504 Procedural Safeguards are written and maintained by local education agencies (LEAs) and are not a standard CT-SEDS document. LEAs will need to send the 504 Procedural Safeguard document to parents/guardians separately.

Please select the Administrator or Designee invited from the drop-down menu. The user should add the additional attendees by clicking the green **ADD MORE** button. This will add another drop-down menu where the user should select the participant's title and type in the participant's name in the accompanying textbox.

Figure 9: Individuals Invited

At the end of this page, the user generates a document in PDF format that can be downloaded, saved, and printed. When creating documents, click **SAVE** first. Next, it is advised that the user click **CREATE DRAFT** to look at the document and check it for any typos or mistakes. Each time the user clicks **CREATE DRAFT** the new draft document will replace the previous one. When the user is satisfied that the information is correct, click **CREATE FINAL**. This version will replace the draft document and will be saved in CT-SEDS as part of the student's history. Only certain administrative users can remove finalized documents, so the draft feature should be used to check work before finalizing.

1.1.3 Evaluation/Reevaluation

When the user selects the Evaluation/Reevaluation tile, the user will see that demographic information about the student and parents appears in the first panel. If changes to the parents or guardians need to be made, navigate to the Personal Info menu, and click either Team or Parents to make the changes. The information the user entered on the previous page will populate under the Section 504 Meeting panel.


Once the user has confirmed the information in the Demographic and Parent panel and the Section 504 Plan Meeting panel are accurate, proceed to the Review of Existing Data panel and check whether the Section 504 team has determined that additional assessments are needed in order to determine eligibility.

If no is selected on the Review of Existing Data panel, the user will be required to describe existing data that is used to make an eligibility determine in the eligibility section.

▼ Review of Existing Data


1. Is additional evaluation data required before determining the student's eligibility for a Section 504 Plan?

Yes No

 You have indicated that no additional evaluations are required in order to determine the student's eligibility for Section 504. You will be asked to describe and upload supporting documents in the eligibility section.

SAVE

Figure 10: Review of Existing Data

If yes is selected, the user will check which Tests/Evaluation Procedures are necessary and use the drop-down menus to identify procedures and evaluators. If the assessment needed is not in the drop-down menu, the user can select Other and type in the assessment. Should more than one assessment be needed in the same area, click on the green plus sign  and it will populate another drop-down menu. Please note, the Evaluators drop-down menu is populated with the Titles in the system for all the users on the team. Add any desired evaluators to the student's team on the Team page.


▼ Review of Existing Data

1. Is additional evaluation data required before determining the student's eligibility for a Section 504 Plan?

Yes No

SAVE

▼ Assessment Plan

 Choose the areas of assessment and test/evaluation procedures that will be part of the student's evaluation, and indicate who the evaluator will be.

▼ Tests/Evaluation Procedures

Area of Assessment	Test/Evaluation Procedure(s)	Evaluator
<input type="checkbox"/> Health	<div style="border: 1px solid #ccc; padding: 2px;">+ [Dropdown]</div>	<div style="border: 1px solid #ccc; padding: 2px;">[Dropdown]</div>
<input type="checkbox"/> Developmental History	<div style="border: 1px solid #ccc; padding: 2px;">+ [Dropdown]</div>	<div style="border: 1px solid #ccc; padding: 2px;">[Dropdown]</div>
<input type="checkbox"/> Classroom Observation	<div style="border: 1px solid #ccc; padding: 2px;">+ [Dropdown]</div>	<div style="border: 1px solid #ccc; padding: 2px;">[Dropdown]</div>

Figure 11: Review of Existing Data and Assessment Plan

After entering assessment information, check whether or not adaptations/accommodations are required at the bottom of the panel and click **SAVE**.

Special adaptations or accommodations are to be considered when indicated by the student's language, cultural background or physical status. Adaptations/accommodations required for this evaluation are:

No adaptations/accommodations required

Adaptations/accommodations required

(Required)

SAVE

Figure 12: Assessment Plan Accommodations

The next step is to generate the Consent to Evaluate Document on this page. Users have three choices to acquire consent: have the parent/guardian sign on-screen immediately, send the document electronically to the parent portal for the parent/guardian to review and sign, or generate a hard copy of the document to send or give to the parent/guardian. Once an option is selected, the **CREATE CONSENT DOCUMENT** button will turn green and the user will be able to generate the requested document.

∨ Create Consent to Evaluate Document

The District is Asking for your Consent to Conduct:

An initial evaluation of the student.
The district will not proceed with an initial evaluation without your written consent.

A reevaluation of the student

Select relevant option for parent signature

The parent is in the meeting and will sign the document digitally.

The document will be sent electronically to the parent portal for signature.

The parent will sign a hard copy of the document.

(Required)

CREATE CONSENT DOCUMENT **SAVE**

Figure 13: Create Consent to Evaluate Document

When the parent/guardian is in the meeting and will sign digitally, the below pop-up will appear when the user clicks **CREATE CONSENT DOCUMENT** for immediate signature. The parent/guardian will be able to select whether they give consent and sign using a computer mouse or by touching the screen if the user is using a touch screen device.

Create Consent to Evaluate for 504

i Note: This option should only be selected when you've obtained the parent's Consent or Denial during the meeting using CT-SEDS Signature. Finalization of this document captures if Consent was received or denied.

Parent or Adult Student Approval

I give my consent for the CT QA Site to conduct the evaluations described above. I understand that this consent may be revoked at any time.

I do not give my consent for the CT QA Site to conduct the evaluations described above.
(Required)

CLEAR SIGNATURE

CANCEL **CREATE DRAFT** **CREATE FINAL**

Figure 14: Create Consent to Evaluate for 504

When the document is sent to the Parent Portal for signature, the parent/guardian email address under the Parents tab will be emailed with a link to access the document. The parent/guardian can access the portal, review the document, and sign digitally.

When the “parent will sign a hard copy of the document” option is selected, the below pop-up will appear.

Create Consent to Evaluate for 504

i Note: This option should only be selected when you are sending home the Consent for Assessment Form to the parent/guardian for signature. Once you have received the signed form back, return to this page to enter the Date the District received the Consent for Evaluation Form.

Date Sent
03/27/2022

CANCEL **CREATE DRAFT** **CREATE FINAL**

Figure 15: Create Consent to Evaluate for 504

After the user creates the final document, the document will generate in a separate browser tab and the user will be able to print the document. Another panel will also appear in the system where the user will

be able to enter the date of consent when received. The user should also upload the signed consent document onto the student’s record and click the blue link **ENTER CONSENT DATE** to enter the date the parent signed.

Figure 16: Consent to Evaluate Status

1.1.4 Determination of Eligibility

The next step in the process is the Determination of Eligibility. Follow the questions in determining if the student has a qualifying physical or mental impairment.

Figure 17: Physical or Mental Impairment

If the answer to question 1 is No, the student is not eligible for Section 504 and the eligibility determination can be documented. If the answer is Yes, the user is required to answer the second question. A description/details of the impairment is optional.

Next, the user will answer question 3 under the Major Life Activities panel. If the answer of Yes is selected, additional details will open up to enter which Life Activity is limited with the option to enter additional description or details.

Major Life Activities
 3. Does the student's physical or mental impairment substantially limit a major life activity? ⓘ
 Yes No

Add all major life activities from the dropdown list that apply.

Life Activity Description/Details ⓘ

ADD MORE **SAVE**

Figure 18: Major Life Activities

Enter evaluation information. The user will only be required to Identify each specific evaluation procedure, test, record, or report used to make this determination if the user selected No in the previous Review of Existing Data panel.

Evaluation Procedure, Test, Record or Report(s) and other Supporting Documents
 4. Identify each specific evaluation procedure, test, record, or report used to make this determination.
 Describe

5. Supporting documents completed by

Name	Title	Date of Report mm/dd/yyyy	Attached
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

SAVE

Figure 19: Evaluation Information

Enter whether or not an Individual Health Plan currently exists for the student and click **SAVE**.

Individual Health Plan

Does the student currently have a Individual Health Plan (IHP)?

StudentOnIHP

Yes No

SAVE

Figure 20: Individual Health Plan

Enter the Eligibility Determination. Finding the student eligible will open up a field to enter the date.

Eligibility Determination

In accordance with Section 504 eligibility standards, this student

The student **meets** the eligibility criteria requirements for Section 504.

Impairment

.....

The student **does not** meet the eligibility criteria requirements for Section 504.

i If the student was found **not eligible** for Section 504, the Not Eligible Determination date will conclude this evaluation process.

SAVE

Figure 21: Eligibility Determination

Finding the student eligible will also open up another panel to provide Consent for the Initial Provision of Section 504 Services. Users have three choices to acquire consent: have the parent sign on-screen immediately, send the document electronically to the parent portal for the parent/guardian to review and sign, or generate a hard copy of the document to send or give to the parent. Once an option is selected, the Create Consent Document button will turn green and the user will be able to generate the requested document. For more information on each consent option, please see details under the Evaluation/Reevaluation section of this document (section 1.1.3).

1.1.5 Section 504 Plan Details

The next step is the Section 504 Plan Details. The page will guide the user through adding Meeting Notes and adding what is needed to the plan including: developing a Language and Communication Plan, adding Section 504 Plan Components, Related Services, Indirect Services, and Transportation. Fill out the panels as needed.

Section 504 Meeting Notes/Summary

Describe the team recommendations

504 Meeting Notes

SAVE

Language & Communication Plan

Is the Student Deaf or Hard of Hearing?

No Yes

SAVE

Figure 22: Section 504 Meeting Notes/Summary

If Yes is checked for the Language and Communication panel, an additional panel will be opened for completion. If No is appropriate, it must be checked and saved in order to complete the page.

Language and Communication Plan

i A Language and Communication Plan is required for the student. Please complete all of the required fields below. The Language and Communication Plan document will be generated when the Section 504 Plan is generated at the end of the process.

Regardless of the amount of the student's residual hearing, the ability of the parent(s) to communicate or the student's experience with other communication modes, the Section 504 team has provided educational opportunity and considered the following.

1a. The language and communication needs of the student through:

Assessment Discussion Observation

1b. The student's primary language/communication mode is one or more of the following:

Spoken Language American Sign Language English-Based Manual or Sign System

Other

2. The availability of deaf/hard of hearing adult role models and a peer group of the student's communication mode or language.

Determination/Action Plan

3. All educational options available for the student, the explanation of which has been provided by the 504 team.

Options Discussed

4. The required certification and qualifications of teachers, *interpreters and other personnel to deliver the LCP, as well as the proficiency in, and the ability to, accommodate for the student's primary communication mode or language.

*Includes American Sign Language interpreter; English transliteration, oral interpreting, cued language transliteration and deaf-blind interpreting.

Determination/Action Plan

5. The accessibility (related to communication) of academic instruction, school services and extracurricular activities the student will receive.

Determination/Action Plan

Figure 23: Language and Communication Plan

6. The necessity and use of appropriate accommodations/modifications including assistive devices/services, communication accommodations, and physical environment accommodation.

Assistive Devices/Services

<input type="checkbox"/> Captioned/Signed Media	<input type="checkbox"/> Captioned Services (e.g., CART, C-Print, Typewell);	<input type="checkbox"/> FM System
<input type="checkbox"/> Hearing Aid/Cochlear Implant Monitoring	<input type="checkbox"/> Note Taking	<input type="checkbox"/> Sound Field System
<input type="checkbox"/> Videophone/Cap Tel	<input type="checkbox"/> Augmentative Communication Device	<input type="checkbox"/> PPT discussed, none are needed
<input type="checkbox"/> Other		

Communication Accommodations

<input type="checkbox"/> Obtain student's attention prior to communication through speech, sign and/or visual	<input type="checkbox"/> FM System	<input type="checkbox"/> Reduce auditory/visual distractions (i.e., background noise)
<input type="checkbox"/> Enhance speech reading conditions (avoid hands in front of face, mustaches well-trimmed, and no gum chewing)	<input type="checkbox"/> Clearly enunciate speech/signs	<input type="checkbox"/> Allow time for processing information
	<input type="checkbox"/> Repeat or rephrase information when necessary and check for understanding	<input type="checkbox"/> PPT discussed, none are needed.
<input type="checkbox"/> Specialized seating arrangements		

Physical Environment Accommodations

<input type="checkbox"/> Noise reduction (carpet and other sound-absorption materials)	<input type="checkbox"/> Special use of lighting and seating	<input type="checkbox"/> Room-design modifications
	<input type="checkbox"/> Alerting devices (visual and auditory)	<input type="checkbox"/> Access to announcements via visual and auditory means (general information and emergency)
<input type="checkbox"/> PPT discussed, none are needed.		

7. Procedures for alerting the student to an emergency situation and a process to inform all relevant parties who may be responsible for implementation of an emergency communication plan.

Procedures/Action for Alerting Student

Procedure for Notifying all Relevant Personnel

8. Other specific needs of the student during the course of the emergency.

Other Student Specific Needs

SAVE

Figure 24: Language and Communication Plan

Proceed to enter Section 504 Plan Components if applicable.

Section 504 Plan Components
ADD 504 COMPONENTS

ⓘ Add accommodations, modifications, assistive technology, and/or adult support from this panel.

Accommodations

Category	Supplementary Aid/Service	Area(s)/Location(s)	Details	Del

Modifications

Category	Supplementary Aid/Service	Area(s)/Location(s)	Details	Del

Assistive Technology

Category	Supplementary Aid/Service	Area(s)/Location(s)	Details	Del

Adult Support

Category	Supplementary Aid/Service	Area(s)/Location(s)	Details	Del

SAVE

Figure 25: Section 504 Plan Components

Proceed to enter Related Services if applicable.

Related Services
ADD RELATED SERVICES CLEAR ALL

ⓘ Add Related Services from this panel.

ⓘ There are currently no Related Services.

SAVE

Figure 26: Related Services

For Indirect Services, please note the user will need to check the box that says, “Supports are required for school personnel to implement this Section 504 Plan,” click **SAVE**, and then add any Indirect Services.

Note: If the user does not click save before adding the services, the Indirect Services will not be added.

Indirect Services
ADD INDIRECT SERVICES

Supports are required for school personnel to implement this 504 Plan.

ⓘ There are currently no Indirect Services

SAVE

Figure 27: Indirect Services

Complete the Transportation panel. If no Transportation is needed, select No and click **SAVE**. If Transportation is needed, select yes. The user will then need to check whether Supports, Specialized Equipment, or Vehicle Requirements apply, enter the details, and click **SAVE**.

Note: For additional guidance, the will provide the user with more information regarding Supports, Specialized Equipment, and Vehicle Requirements.

Figure 28: Transportation

1.1.6 State and District Testing

In this step the student’s participation in district and state testing will be specified. Please note, only those accommodations listed in the Section 504 Plan Details page of the Section 504 Plan should be selected for these assessments. If changes need to be made, revisit the Section 504 Plan Details page of the Section 504 Process.

Figure 29: State Testing Information

Check which grade the student will be in during the time of assessments and click **SAVE**. Another panel will open for completion if applicable and the student’s participation with or without accommodations can be specified.

The screenshot shows a web interface for configuring state assessments. It is titled "11th Grade State Assessments" and contains three main sections:

- 11th Grade State Assessments:** Contains two informational messages. The first states: "Select the participation level for each of the state assessments the student will take, and add designated supports and accommodations if applicable." The second states: "For all testing accommodations added, equivalent accommodations should be provided to the student in the classroom."
- Next Generation Science Standards Assessment:** Contains an informational message: "The [CSDE Website NGSS Test Administration Resources](#) are available for reference." Below this is a checkbox labeled "The student will participate in the NGSS Assessments." which is currently checked. Underneath is a form with two dropdown menus: "Assessment" (set to "NGSS Assessment - Grade 11") and "Participation Level" (with a downward arrow).
- Connecticut School Day SAT:** Contains an informational message: "The [CT SAT School Day Related Resources](#) are available for reference."

Figure 30: State Assessments

1.1.7 Create Draft/Final Section 504 Plan

On the final tile of the process, the user will review the Section 504 Plan information, review Demographic and Parent Information, note the Meeting Participants, and Create the Draft and Final Section 504 Plan. Pay special attention to the Section 504 Plan Begin and End Dates. The begin and end dates default, but can be adjusted as needed.

▼ Section 504 Plan Information

Section 504 Plan Meeting Date: 03/28/2022 Meeting Purpose: Review Referral and if applicable, design evaluation, determine eligibility, and develop plan

Date this Section 504 Plan Begins: 03/29/2022 Date this Section 504 Plan Ends: 03/28/2023 Case Manager: Aaron Liu

▼ History of meeting dates

Prior Scheduling Date: 03/21/2022 Prior Meeting Date: 03/28/2022

SAVE

▼ Demographic and Parent

Student Name: Sabrina Sims Grade: 2 Student Code: 848 SASID: 5312905067 DOB: 06/05/2015 Age: 6

Gender: F Primary Language: _____ Ethnicity: White School: 504 Pilot Test School (80)

Parent/Guardian(s): John Johnson

SAVE

Figure 31: Section 504 Plan Information

After review demographic and plan information, enter Meeting Participants, click **SAVE**, and then click **DISPLAY ALL ERRORS**. Anything that was not completed in the Section 504 Process will be identified for correction. After correcting errors, it is recommended to create a Draft document and review to ensure details are accurate. The last step is to click **CREATE FINAL** in order to create a Final Section 504 Plan.

▼ Meeting Participants

i Check "attended meeting" box for every participant in order for name lines to appear on the Section 504 Plan document. Click "add participant" and click "attended meeting" or blank lines to appear on document.

Title	Name	Attended Meeting?
Father	Alex Adams	<input checked="" type="checkbox"/>
Administrator	Pat Davidson	<input checked="" type="checkbox"/>
Student	Randy Adams	<input checked="" type="checkbox"/>

ADD MORE PARTICIPANTS

Additional Comments

DISPLAY ALL ERRORS **CREATE DRAFT** **CREATE FINAL** **SAVE**

Figure 32: Meeting Participants

1.2 The Annual Review Process

In order to conduct an Annual Review, enter the Create Section 504 Meeting Notice and select the meeting purpose of Annual Review (see section 1.1.2 of this guide). From here, follow the tiles to complete the process. It is the same process as the creation of the Initial Section 504 Plan except that the Evaluation/Reevaluation page and Determination of Eligibility page will not appear.

1.3 The Review and/or Revise Section 504 Plan Process

In order to Review and/or Revise the Section 504 Plan, enter the Create Section 504 Meeting Notice and select the meeting purpose of Review and/or Review Section 504 Plan (see section 1.1.2 of this guide). From here, follow the tiles to complete the process and revise as appropriate. It is the same process as the creation of the Initial Section 504 Plan except that the Evaluation/Reevaluation page and Determination of Eligibility page will not appear.

1.4 The Reevaluation Process

In order to conduct a Reevaluation, enter the Create Section 504 Meeting Notice and select meeting purpose Review and/or Review Section 504 Plan (see section 1.1.2 of this guide). From here, follow the tiles to complete the process. It is the same as the creation of the Initial Section 504 Plan.

1.5 Additional Section 504 Meetings

Users can select four additional Section 504 Meeting Plan options: Manifestation Determination, Change of Placement, Parent/Student Request, and Other. The user may enter the Create Section 504 Meeting Notice page and create these meeting notices at any time.

1.6 Revocation of Consent

If the parent/guardian chooses to revoke consent, the user will be able to enter the applicable page and note the date of revocation. This will remove the student’s Section 504 status. In the system, the student will return to General Education status and the tiles of the Section 504 Process will all revert to gray.

To enter a revocation of consent for evaluation, enter the Evaluation/Reevaluation page, scroll down to the Consent to Evaluate Status panel, and click on the blue link **ENTER REVOCATION OF CONSENT TO EVALUATE**.

Figure 33: Consent to Evaluate Status

A panel will pop-up asking the user to confirm if Consent was revoked and enter the appropriate date.

Figure 34: Enter Revocation of Consent to Evaluate

To enter a revocation of consent for services, enter the Determination of Eligibility page, scroll down to the Consent for Initial Provision of 504 Services Status panel, and click on the blue link **ENTER REVOCATION OF CONSENT FOR INITIAL PROVISION OF 504 SERVICES**.

Figure 35: Consent for Initial Provision of 504 Services Status

A panel will pop up asking the user to confirm if Consent was revoked and to enter the appropriate date.

Figure 36: Enter Revocation of Consent for Initial Provision of 504 Services